



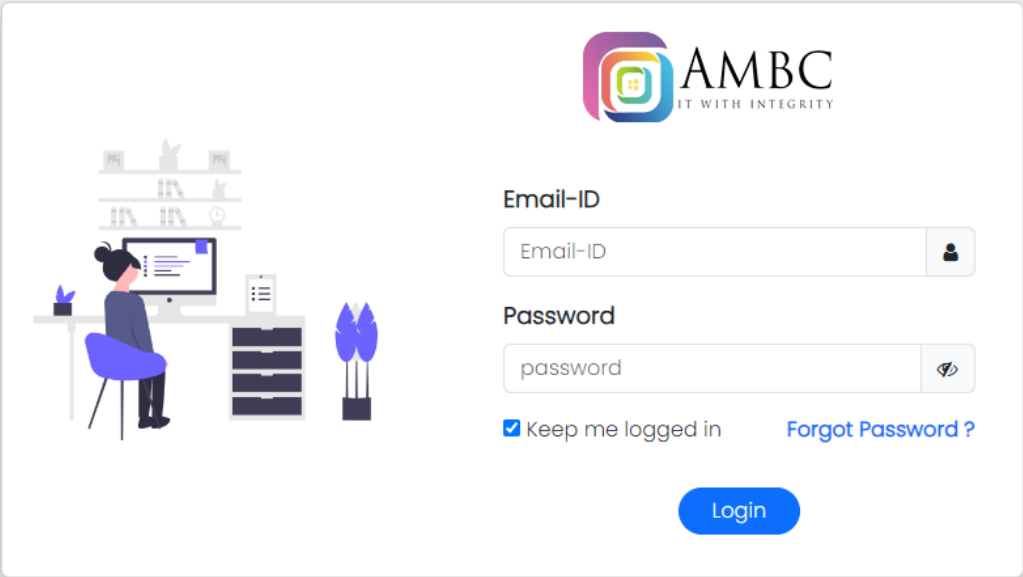
AMBC Candidate
Onboarding portal
Candidate – User Manual

Tables of Contents

Menu	Page Number
Login	1
Forgot/Reset Password	2
Application Form	5
Offer	7
Onboarding Form	8
Files	10

Login:

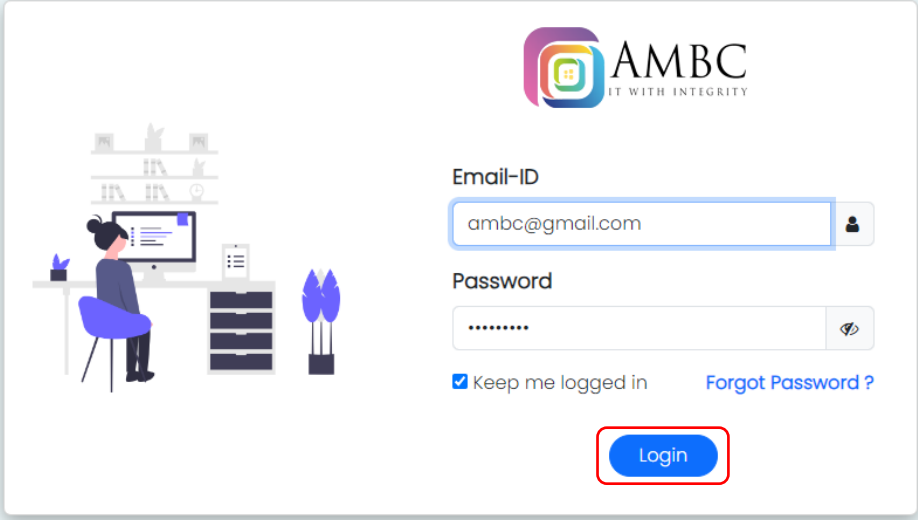
1) Click [here](#) to login to AMBC Candidate Onboarding Portal.



The image shows a login page for the AMBC Candidate Onboarding Portal. On the left, there is an illustration of a person sitting at a desk with a computer, a printer, and some plants. On the right, the AMBC logo is at the top. Below it, there are two input fields: 'Email-ID' and 'Password'. The 'Email-ID' field has a placeholder text 'Email-ID' and a user icon. The 'Password' field has a placeholder text 'password' and an eye icon. Below these fields, there is a checkbox labeled 'Keep me logged in' and a link 'Forgot Password?'. At the bottom right, there is a blue 'Login' button.

2) Enter your Email ID with Password mailed to you by HR.

3) Hit “**Login**”.



The screenshot shows the AMBC login page. On the left, there is an illustration of a person sitting at a desk with a computer, a server rack, and a potted plant. On the right, the AMBC logo is at the top. Below it, the 'Email-ID' field contains 'ambc@gmail.com'. The 'Password' field is masked with dots. There is a 'Keep me logged in' checkbox that is checked, and a 'Forgot Password?' link. A blue 'Login' button is at the bottom, highlighted with a red border.

Email-ID
ambc@gmail.com

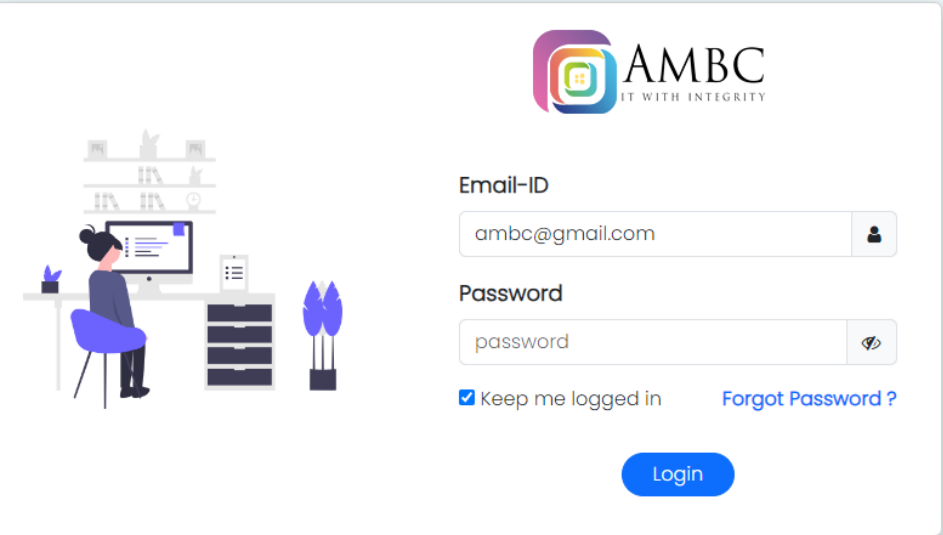
Password
.....

☒ Keep me logged in [Forgot Password ?](#)

Login

Forget/ Reset Password

- 1) Go to the [AMBC candidate Onboarding Login page](#). Click **“Forgot Password”**.



This screenshot is identical to the one above, showing the AMBC login page with the 'Email-ID' field containing 'ambc@gmail.com' and the 'Password' field containing 'password'. The 'Keep me logged in' checkbox is checked, and the 'Forgot Password?' link is visible. The 'Login' button is at the bottom.


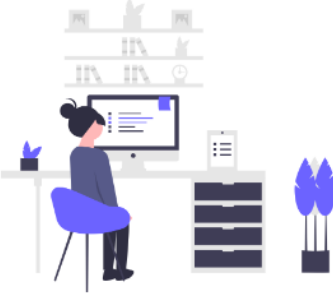
Email-ID
ambc@gmail.com

Password
password


☒ Keep me logged in [Forgot Password ?](#)

Login

2) Enter the Email ID and Click “**Get OTP**” , check for OTP and enter it.




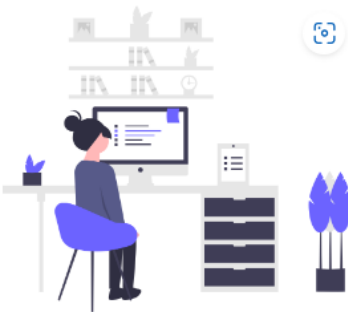
Email-ID



Already have an account [Login](#)

Get OTP


3) Now, you will be able to reset your password.




Timer : 04:38

OTP

New Password




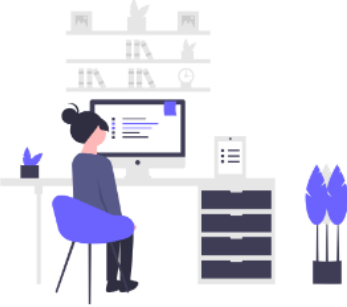
Confirm Password



[Resend OTP](#)

Reset Password


- 4) Enter the new password.
- 5) Re-enter your new password and confirm it.
- 6) Click “**Reset Password**”.




Timer : 04:43

OTP

New Password



Confirm Password



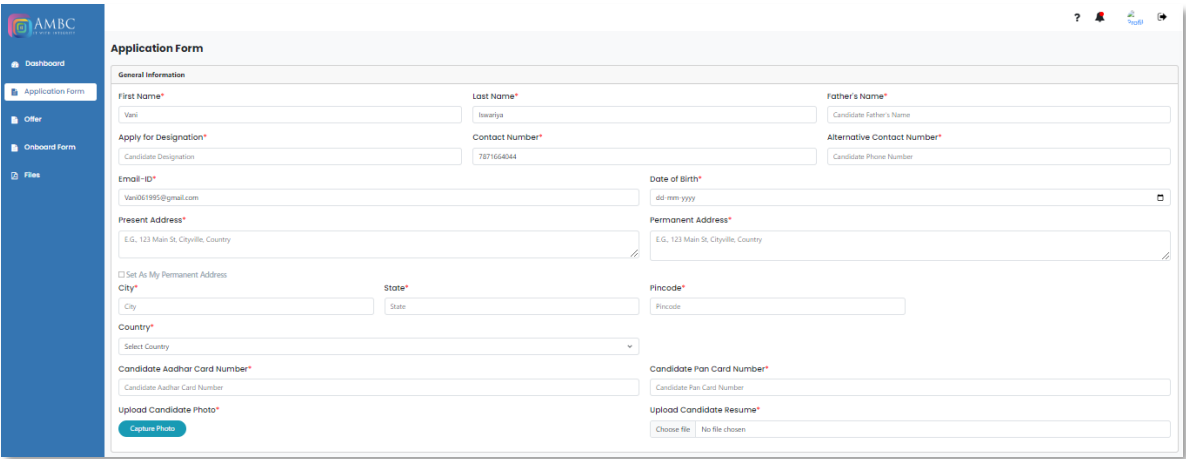
[Resend OTP](#)

[Reset Password](#)

Application Form

Perform the following steps to Submit your Application.

1. Go to Dashboard→ Select “**Application form**”.
2. Fill all the fields in
 - i) General Information.



Application Form

General Information

First Name* Last Name* Father's Name*

Apply for Designation* Contact Number* Alternative Contact Number*

Email-ID* Date of Birth*

Present Address* Permanent Address*

☐ Set As My Permanent Address

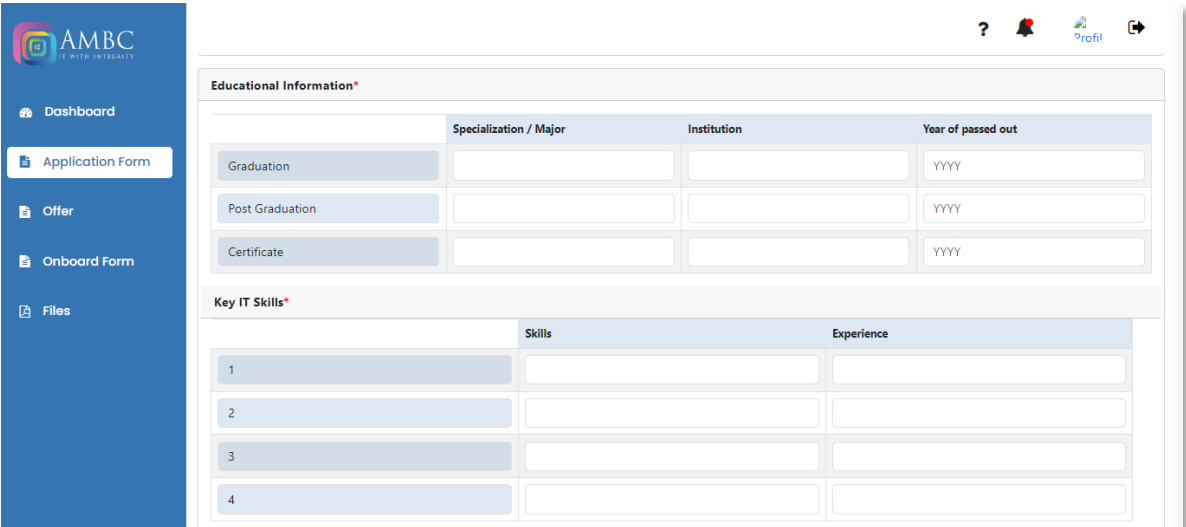
City* State* Pincode*

Country*

Candidate Aadhar Card Number* Candidate Pan Card Number*

Upload Candidate Photo* Upload Candidate Resume*

- ii) Educational Information.
- iii) Key IT Skills.



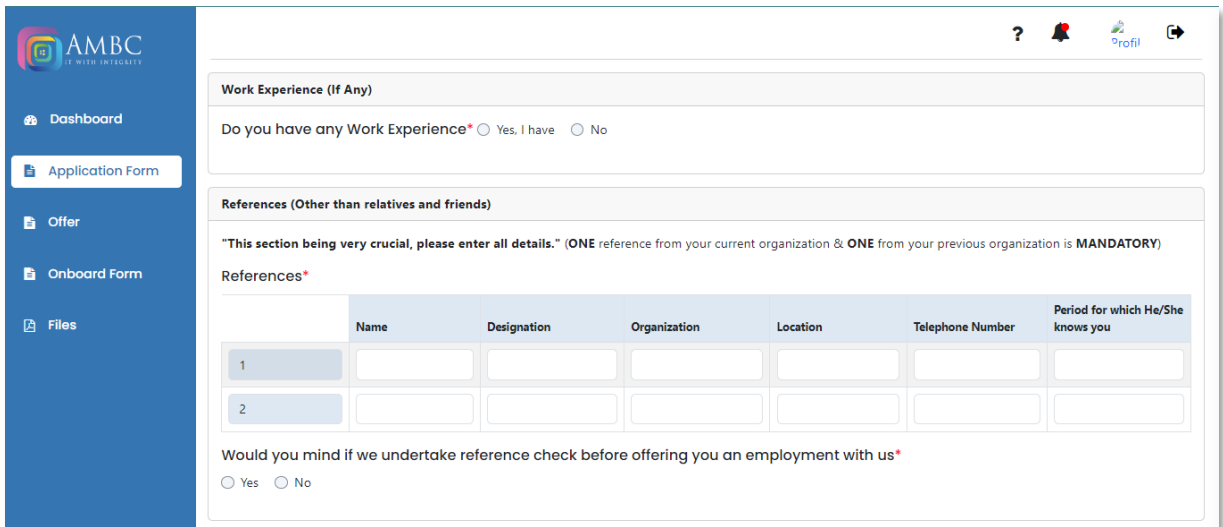
Educational Information*

	Specialization / Major	Institution	Year of passed out
Graduation	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY"/>
Post Graduation	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY"/>
Certificate	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY"/>

Key IT Skills*

	Skills	Experience
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

- iv) Work Experience
v) References.

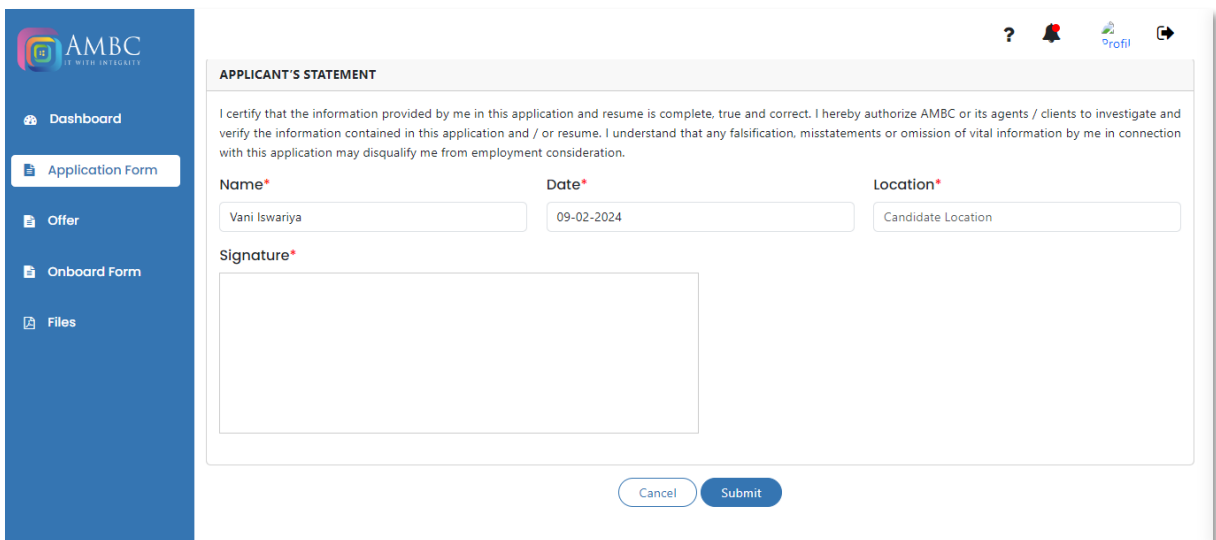


The screenshot shows the AMBC application form interface. The left sidebar contains navigation links: Dashboard, Application Form (highlighted), Offer, Onboard Form, and Files. The main content area is divided into two sections: 'Work Experience (If Any)' and 'References (Other than relatives and friends)'. The 'Work Experience' section asks 'Do you have any Work Experience?' with radio buttons for 'Yes, I have' and 'No'. The 'References' section includes a mandatory instruction: 'This section being very crucial, please enter all details. (ONE reference from your current organization & ONE from your previous organization is MANDATORY)'. Below this is a table for entering reference details.

	Name	Designation	Organization	Location	Telephone Number	Period for which He/She knows you
1						
2						

Below the table, there is a question: 'Would you mind if we undertake reference check before offering you an employment with us?' with radio buttons for 'Yes' and 'No'.

- vi) Finally acknowledge all the information provided and give your signature to submit your application.



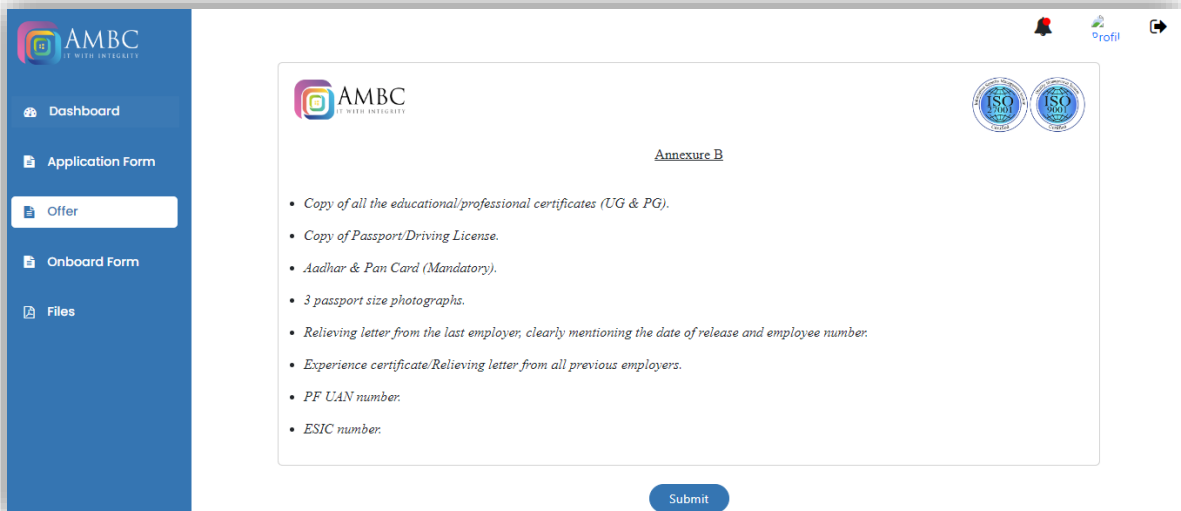
The screenshot shows the 'Applicant's Statement' section of the AMBC application form. The left sidebar is the same as in the previous screenshot. The main content area has a heading 'APPLICANT'S STATEMENT' followed by a paragraph: 'I certify that the information provided by me in this application and resume is complete, true and correct. I hereby authorize AMBC or its agents / clients to investigate and verify the information contained in this application and / or resume. I understand that any falsification, misstatements or omission of vital information by me in connection with this application may disqualify me from employment consideration.' Below this are three input fields: 'Name*' (containing 'Vani Iswariya'), 'Date*' (containing '09-02-2024'), and 'Location*' (containing 'Candidate Location'). There is also a 'Signature*' section with a large text area for the signature. At the bottom right, there are 'Cancel' and 'Submit' buttons.

- 3) Select “Submit” Button.

Offer

Perform the following steps to accept your offer.

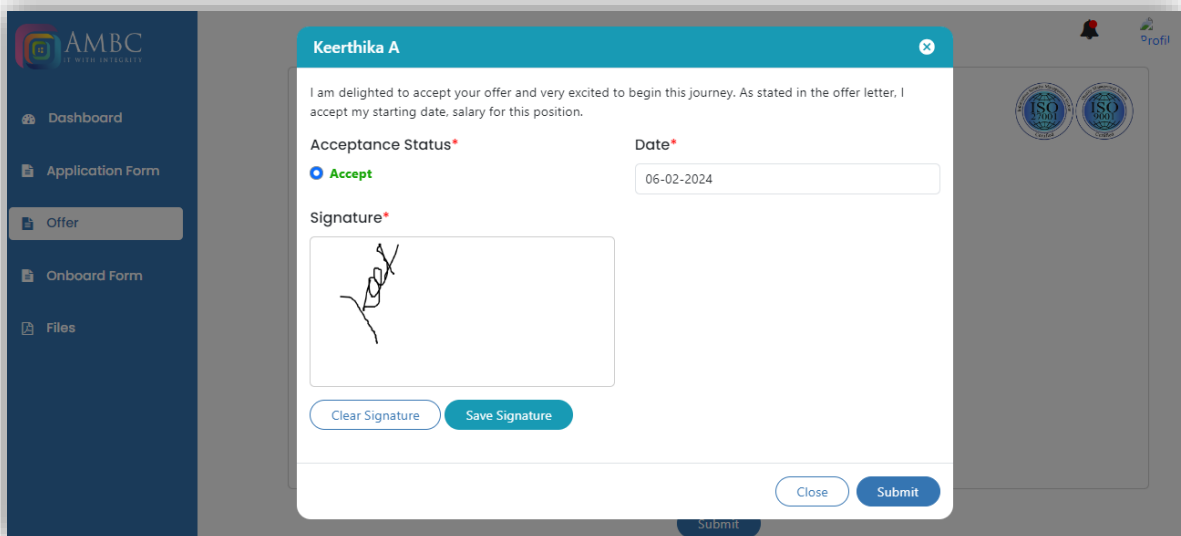
1. Login → Select “**Offer**” in home page.
2. Read your offer letter thoroughly and gather all information on necessary documents to be uploaded.
3. Please acknowledge that you've read the offer letter with your e-signature.
4. Hit “**Submit**”.



The screenshot shows the AMBC web application interface. On the left is a blue sidebar with navigation links: Dashboard, Application Form, Offer (highlighted), Onboard Form, and Files. The main content area has the AMBC logo and two ISO 9001 certification seals. Below the logo, the text "Annexure B" is displayed. A list of required documents is provided:

- Copy of all the educational/professional certificates (UG & PG).
- Copy of Passport/Driving License.
- Aadhar & Pan Card (Mandatory).
- 3 passport size photographs.
- Relieving letter from the last employer, clearly mentioning the date of release and employee number.
- Experience certificate/Relieving letter from all previous employers.
- PF UAN number.
- ESIC number.

At the bottom right of the main content area is a blue "Submit" button.




The screenshot shows the AMBC web application interface with a modal window open for "Keerthika A". The modal contains the following information:

I am delighted to accept your offer and very excited to begin this journey. As stated in the offer letter, I accept my starting date, salary for this position.

Acceptance Status* ☒ Accept

Date* 06-02-2024

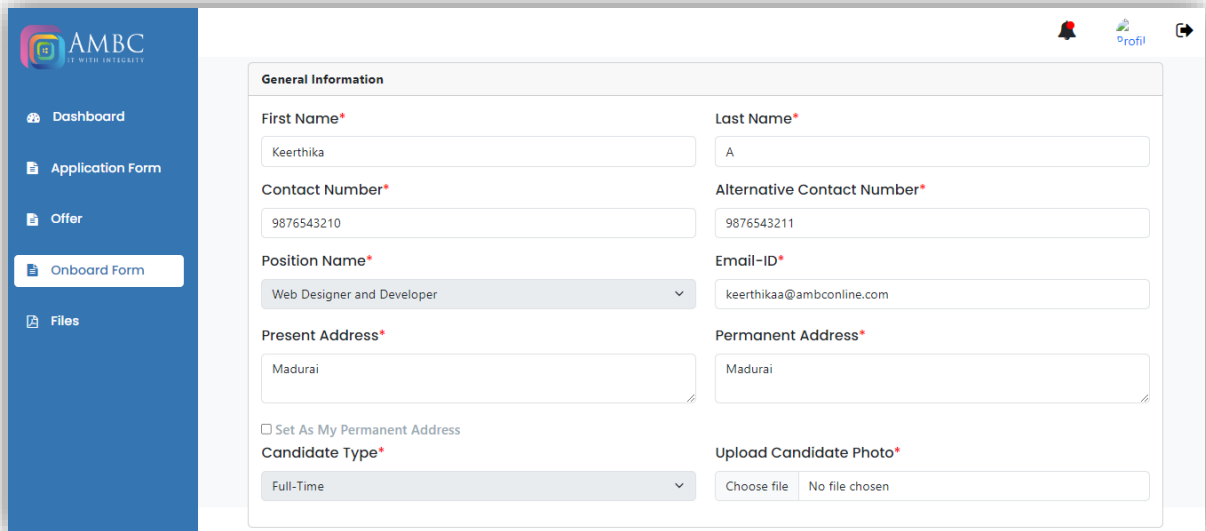
Signature* 

At the bottom of the modal are two buttons: "Clear Signature" and "Save Signature". Below the modal, the "Submit" button from the previous screen is visible.

Onboarding Form

Perform the following steps to submit your Onboarding Form.

1. Go to Dashboard → Select **“Onboard form”**.
2. Fill all the fields in **“General Information”**.



The screenshot shows the AMBC Onboarding Form interface. On the left is a blue sidebar with navigation links: Dashboard, Application Form, Offer, Onboard Form (highlighted), and Files. The main content area is titled 'General Information' and contains the following fields:

General Information	
First Name*	Last Name*
<input type="text" value="Keerthika"/>	<input type="text" value="A"/>
Contact Number*	Alternative Contact Number*
<input type="text" value="9876543210"/>	<input type="text" value="9876543211"/>
Position Name*	Email-ID*
<input type="text" value="Web Designer and Developer"/>	<input type="text" value="keerthikaa@ambconline.com"/>
Present Address*	Permanent Address*
<input type="text" value="Madurai"/>	<input type="text" value="Madurai"/>
<input type="checkbox"/> Set As My Permanent Address	
Candidate Type*	Upload Candidate Photo*
<input type="text" value="Full-Time"/>	<input type="button" value="Choose file"/> <input type="text" value="No file chosen"/>

3. Upload all the requested documents in **“ID proof and Certificates”** section.

ID Proof and Certificates

PAN Card* <div>Choose file No file chosen</div>	Aadhar Card* <div>Choose file No file chosen</div>
10th Marksheet* <div>Choose file No file chosen</div>	12th Marksheet* <div>Choose file No file chosen</div>
Id Proofs: Passport, Driving Licence, Voter Id, Ration Card(Any One)* <div>Choose file No file chosen</div>	UG Marksheet(Consolidated Mark Sheet, Provisional, Cc, Degree)* <div>Choose file No file chosen</div>
PG Marksheet(Consolidated Mark Sheet, Provisional, Cc, Degree)* <div>Choose file No file chosen</div>	Previous Employment: Offer Letter* <div>Choose file No file chosen</div>
Previous Employment: Relieving Letter* <div>Choose file No file chosen</div>	Previous Employment: Last 3months Payslip* <div>Choose file No file chosen</div>

4. Enter your bank information carefully in the “**Bank Details**” section.

5. Select “**Submit**”.

Bank Details

Bank Details: Account Holder Name* <div>Account Holder Name</div>	Bank Details: Account No* <div>Candidate Bank Account Number</div>
Bank Details: IFSC Code* <div>Candidate Bank IFSC Code</div>	Bank Details: Branch* <div>Candidate Bank Branch Details</div>
Upload Bank Document(Check leaf):* <div>Choose file No File Chosen</div>	

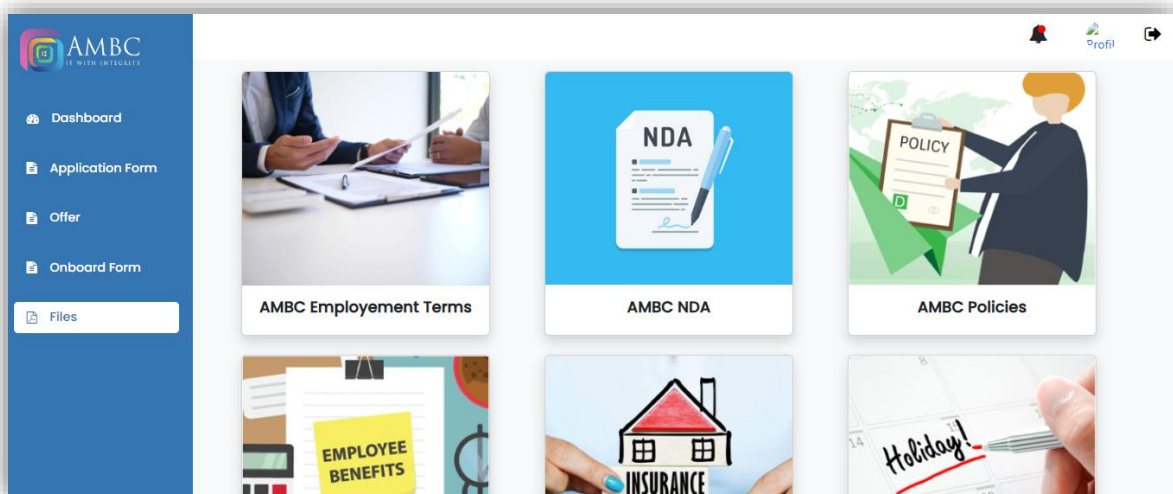
Cancel


Submit

Files




Perform the following steps to know your AMBC's Employment policies.

1. Login → Select **"files"** in home page.
2. Read your AMBC's Employment policies thoroughly and acknowledge it with your e-signature.
3. Check the box to indicate that you have read and agree to AMBC's employment policy.
4. Hit **"Submit"**.



 AMBC
IT WITH INTEGRITY

[Dashboard](#)
[Application Form](#)
[Offer](#)
[Onboard Form](#)
[Files](#)



This is to Acknowledge that I have gone through and understood all the terms and conditions mentioned in AMBC Employment Agreement.

Date*

Signature*

☐ By clicking this link you're agreeing the terms and conditions of employment with AMBC

CancelSubmit

-----Thank you-----